

# STATE OF INDIANA


DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
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INDIANAPOLIS, IN 46204  
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**TO:** All Unit Officials

**CC:** Financial Software Vendors

**FROM:** Sarah Ancel, Deputy Commissioner 

**RE:** User Accounts in the Indiana Gateway for Government Units

**DATE:** May 20, 2011

As we approach the July 1 launch date for the Indiana Gateway for Government Units ("Gateway website"), the Department of Local Government Finance ("Department") is working to set up accounts for each of the unit officials with budget submission responsibilities. Unit officials who received 1782 notices by email for the last budget year will have an account generated for them. These officials will receive an email notifying them that their account has been created and providing the initial password. **Unit officials that did not provide an email address for the 1782 notices must contact the Department to obtain an account.** Officials in need of usernames and passwords must email [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) and provide an email address, name and title of the official, and the relevant unit and county name.

To ensure maximum flexibility while still protecting users, the Department has enabled accounts with three separate settings/user rights:

- **Submission Rights:** Users with "Submission" accounts will be permitted to edit, electronically sign, and submit the documents. The Department will give a submission account to one user per unit. This will be the county auditor for county units, the clerk-treasurer or controller for cities and towns, the trustee for townships, and the library or board director for other unit types.
- **Edit Rights:** Users with an "Edit" account will be permitted to edit, but not sign or submit, the budget forms. Edit accounts will most often be held by office staff and consultants/vendors. These accounts will be established only with the mutual consent of the delegate and the individual holding the Submission account.
- **Review Rights:** Users with "Review" accounts will be permitted to view or read the forms as they are entered into the Gateway website, but will not be able to edit, sign, or submit them. County auditors will be granted Review accounts for each unit in their county to help facilitate the nonbinding review. Other Review accounts may be established with the mutual consent of delegate and the individual holding the Submission account.

The county auditor will be granted a Submission account for units that must have their budgets adopted by the county council (such as fire protection territories and solid waste management districts). The director of the unit will be granted an Edit account.

For units that have their budgets adopted by another fiscal body if their proposed budget exceeds the growth quotient, the fiscal officer of the adopting body must notify the Department of its duty to adopt that unit's budget so that Submission account can be transferred from the unit to the adopting body.

Please use the attached form ("Limited Delegation of Authority for Gateway") to grant an Edit account or Review account to individuals. Units may have an unlimited number of Edit and Review accounts. Please send completed delegation forms by mail, fax, or email to:

Department of Local Government Finance

Attn: Linda Ebert

100 N. Senate, N-1058B

Indianapolis, IN 46204

Email: [liebert@dlgf.in.gov](mailto:liebert@dlgf.in.gov)

Fax: 317.232.8779

Please direct questions to Deputy Commissioner Sarah Ancel at 317.234.4376 or [sancel@dlgf.in.gov](mailto:sancel@dlgf.in.gov).